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**Date:** 2021-10-13

**From:** Brian Anderson, Operations & IT Coordinator

**Subject:** Contract Services

**Report:** OPS 2021-52

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### Recommendation

That Council hereby approve the following contract service providers for the period of November 1<sup>st</sup>, 2021, until October 31<sup>st</sup>, 2022:

- 1) Fluker Electrical Mechanical Contractors Inc as the primary Heating & Mechanical, Plumbing, and Electrical contractor for all Township Facilities at a rate of \$85.00 per hour for the Administration Building, Derby Works Depot, Derby Community Centre, Shallow Lake Community Centre, Shallow Lake Water Treatment Plant, Sarawak Works Depot, Former Sarawak Administration Building, East Linton Water Treatment Plant, Kemble Arena, Keppel Works Depot, and \$90.00 per hour for the Wiarton Airport.
- 2) Beckett Tree Service as the primary Tree Removal & Trimming Services contractor for the Township at a rate of \$105.00 per hour for bucket truck services and worker.
- 3) Ron Pringle Electrical Ltd. as the primary Street Light Repair & Maintenance Services contractor for the Township at a rate of \$140.00 per hour for bucket truck services and workers.

### Background

The Township on occasion requires the use of licenced contractors to complete repairs within in Township facilities, on Township streetlights, and dangerous tree removal.

To maintain an open and transparent approach, Staff have retendered for the primary provider for Contract Services to ensure the Township is receiving the best service at the most economical rates.

This process was last completed in 2018.

Respecting and supporting local small businesses, in addition to being listed on Bids and Tenders, Staff provided each company that had previously submitted a tender in 2018 notice via email of this opportunity as well as advertising in the Sun Times.

In addition to creating a primary service provider, Staff have further specified the requirement for services and will appropriate rank the remaining bidders to be contacted should the primary provider be unable to complete the work within the time specified.

### Analysis

A summary of each Facility and Contract Service is included in Appendix 1.

Staff evaluated price, past service provided (if applicable) and other services available from the same contractor in determining the recommendations. Where there was similar pricing, these additional criteria were used to support the recommendations.

The Township required that the proposed pricing be valid for one (1) year effective November 1, 2021, until October 31, 2022. Annually, in September of the renewal year, the Township will evaluate the service provided and if satisfactory, contact the primary and alternate suppliers regarding proposed pricing for the following year. Suppliers who do not increase their pricing schedule greater than the Ontario CPI (as measured from July 1<sup>st</sup> of the previous year to June 30<sup>th</sup> of the renewal year) will be permitted to remain as the primary or alternate service supplier for up to a period of 3 years (initial contract plus 2 renewals).

Where the Township did not receive satisfactory service, or where the proposed increase(s) is greater than the Ontario CPI, these services will be retendered in September of the renewal year with services to commence on November 1<sup>st</sup>.

### Financial Impact

As these are “as needed” services and no substantial changes to pricing, there is minimal impact on the budget.

### Strategic Priorities

## **2. Foster Economic Growth**

The Township of Georgian Bluffs strives to retain, expand, and attract new businesses that support employment opportunities, promote a diversified economy, support value-added agriculture, and capitalize on the Township’s strengths, defining natural resources, while protecting the natural environment.

## **5. Deliver Effective and Cost-Efficient Services**

The Township will strive to be a leader in municipal and customer service excellence. We will continue to offer remarkable service to those we serve. We will promote operational excellence by focusing on fiscal responsibility. The corporation will be fiscally prudent, and we will invest in our staff to attract the best employees.

### **Conclusion**

Through the acceptance of the recommended primary service contract, the Township maintains open and transparent in the selection of Contract Service providers and thereby providing an opportunity for all contractors to bid on providing these services.

Respectfully Submitted: Brian Anderson, Operations & IT Coordinator

## Report Approval Details

Document Title:	OPS 2021-52 Contract Services.docx
Attachments:	- OPS 2021-51 Appendix 1.pdf
Final Approval Date:	Oct 8, 2021

This report and all of its attachments were approved and signed as outlined below:

Steven Dollmaier, Director of Operations

Tim Lewis, Chief Building Official

Jenn Burnett, Chief Building Official

Kassandra Rocca, Director of Finance

Brittany Drury, Interim CAO/Clerk